



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Tuesday, November 29, 2016

SPECIAL MEETING 6:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

SPECIAL MEETING AT 6:00 P.M.

A. ROLL CALL

1. Call business meeting to order 6:00 p.m. – By President Pease
2. Roll Call – All Present

B. PUBLIC COMMENT

None

C. BUSINESS AND ACTION ITEMS

1. Accept the report and recommendations from the General Manager regarding the schedule, public outreach, logistics and financing related to the Water Meter Installation Project.

Interim General Manager Kutsuris – Provided a list of items to be discussed and asked for feedback on elements for the Water Meter Installation Project:

- Project Information
- Logistics
- Public Outreach
- Budget
- Cost to Residents – Billing Options

Interim General Manager Kutsuris stated the reasons why we are moving forward with the Water Meter Project is Assembly Bill 2572 (2004 Legislation) requires water meters on all service connections by January 1, 2025, and to charge metered customers based on volume rather than on a flat rate. After doing research the Water Meter Installation Project was reviewed in 2009 and at that time a decision of the board was to place a hold on the project due to the economy; ultimately determined that meters will be installed this Fiscal Year. The goals of the project are to ensure the District is in compliance with state law requirements that all connections have a water meter and to also promote water conservation in compliance with District and Town objectives. There are approximately 3,531 meters that will be installed as part of this project. A map was provided within the PowerPoint that outlines the properties in the western section of Discovery Bay that are already metered.

Current Activities:

- Development of the Phasing Plan
- Pre-construction logistical issues
- Development of Public Outreach and Communication Plan
- Development of Inventory Control System
- Ensure staffing support, training and organization
- Budget and financing options

Interim General Manager Kutsuris provided the details of the organizational chart which outlines construction management and inspection services, financial services, public field service, and inventory.

Luhdorff and Scalmanini Consulting Engineers Justin Shobe provided additional details regarding the bidding process, the types of meters that will be installed, along with the timeline of the water meter installation. The phasing plan will be setup into 7 phases.

Interim General Manager Kutsuris provided the construction schedule which includes the phases that will take between 2 weeks and 5 weeks and the public outreach materials will begin in early December. The construction will begin the first week in January; substantial completion on May 31, 2017 and the project completion in August of 2017. Reasonable worst case substantial completion would be July 15, 2017 assuming 20 days for rain delays and/or additional District requested work. The suggestion of starting in December was discussed along with the advantages and disadvantages. The General Manager and the Project Manager recommended a January start date and the Board concurred.

Project Manager Justin Shobe described the construction teams and the arrangement – 3 crews working (the team will be taking care of the 7 to 10 meters a day (identify, clear the area, dig out the box, and expose everything), next crew will be taking care of the setup and cleanup.

Interim General Manager Kutsuris explained how Water and Wastewater Manager Koehne will lead the Public Field Services section. Water and Wastewater Manager Koehne explained a number of obstacles that may occur at a particular residence with the installation of a new meter. The discussion continued; Water and Wastewater Manager estimated that there may be roughly 50 at the max which may have some sort of impediment.

Interim General Manager Kutsuris explained what is included within the base budget which will be charged back to residents receiving the meters:

- Cost of the meters, meter boxes, contractor and project management;
- Cost of returning the landscape and soft-scape to basic condition – that is, replacing sod, bark, or rocks.
- Easily removable stones, rocks and landscaping will be removed and replaced.

The Interim General Manager discussed that there were 4 different “types” for installation pricing - the majority were at the \$290.00 level, approximately 500 at the \$100.00 level and 400 to 500 at the \$950.00 level and 1 at the \$15,000 cost.

The Board concurred by consensus that the Construction costs for Type 1-3 installations which vary from approximately \$100.00 to \$950.00 would be collectively included with the “base” cost which would be charged equally to residents receiving a meter.

There was significant discussion regarding the examples of where landscaping or hardscape obstructions have been added to the right-of-way areas including retaining walls and trees. In addition, the staff reviewed specific examples of what is not included within the base budget and will be the responsibility of homeowners:

- Removal and possible replacement of synthetic turf that is blocking access: Homeowners will be requested to have their contractor remove and restore the turf;
- Removal of trees within the R/W blocking access or otherwise interfering with construction;
- Removal and replacement of retaining walls; mailboxes or other obstructions;
- Matching of hardscape material and color after replacement of meter box.

The Board concurred that the removal of these obstructions would be the responsibility of the property owner.

Water and Wastewater Manager Koehne explained that there are 53 units (including the Clubhouse) at Sand Bay Isle that will not have a water meter installed; research was done and the Board of Supervisors established that the Homeowners Association is responsible for the water at Sand Bay Isle. The discussion continued regarding the construction contingency and the number of water leaks.

Finance Manager Breitstein provided the details regarding the existing Billing System. The details were provided regarding the billing statement, the Xpress Bill pay System, and the Water Utility Customer Portal (EyeOnWater). There was discussion regarding the Water Utility Customer Portal and how the system shows a possible leak and the water usage of the customer.

Finance Manager Breitstein provided the details regarding the Inventory Control System that has been developed utilizing barcode readers.

Interim General Manager Kutsuris – Also explained the Public Outreach and Communication plan which was distributed.

There was a consensus within the Board the Public Outreach Plan was appropriate.

Finance Manager Breitstein provided options regarding Meter Installation Customer Payback:

- Staff recommends placing the payment of the water meter on the Contra Costa County Tax Roll.

Three Suggested Options

Within each option there are 4 scenarios to consider

Option 1 - Monthly billing with payback schedules of 12, 24, 36 or 48 months

Option 2 - Assumes a 1-4 year payback the payment is billed on the tax roll

Option 3 - Assumes a 3 year payback plan billed on the tax roll

The consensus within the Board is Option 3 – 3 year (36 month) payback plan billed on the tax roll was preferred.

The Board commended Staff and Luhdorff and Scalmanini on all of the hard work with the Water Meter Installation Project.

D. ADJOURNMENT

1. The meeting adjourned at 7:33 p.m. to the Regular Meeting on December 7, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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